

HOW TO REGISTER AN AIDE

The registration form supplied by the Speech-Language Pathology and Audiology Board must be completed by the licensed supervisor and signed by both supervisor and aide. A \$10 registration fee must accompany each new application.

Prior to completing this application, licensees are advised to read the California Code of Regulations, sections 1399.154-1399.154.7.

In completing the application, **be specific!** Generic terms such as "assisting the speech-language pathologist or audiologist in the provision of services" are not specific. Each proposed duty must be clearly delineated on the form. Each duty listed must be described in detail along with the supervisor's training methods, the necessary minimum competency level of the aide, the manner in which the aide's competency will be assessed, the person(s) responsible for the training, a summary of any past education, training and experience the aide may have already undertaken, and the length of the training program.

WHEN THE AIDE MAY BEGIN

Prior approval of the planned use of the aide is required. See section 1339.154.1 of the regulations. A licensed supervisor in violation of this section may be subject to a citation and fine.

SUPERVISION REQUIREMENTS

As the supervisor, you are required to be **physically present** while that aide is working with a patient **unless an alternative plan of supervision has been approved by the board.**

"Physically present" means you must be able to intervene immediately, should it be necessary. Direct observation is not required for services which do not involve direct patient contact, such as typing, filing, etc.

If you plan to have an aide provide services which you do not feel requires your physical presence, you must be specific as to what duties are performed. You must indicate where you are when these duties are conducted.

YOUR LEGAL RESPONSIBILITIES

As the supervisor, you are responsible for all services provided to your clients by an aide. If you are an audiologist supervising an aide providing hearing screening in an industrial setting, you must review all of the hearing test/screening results produced by your aide.

The same holds true for the speech-language pathologist. Whatever duties you assign to your aide, remember that you are ultimately responsible for the outcome. **The clients are your responsibility.**

RESTRICTIONS ON THE USE OF AN AIDE

An industrial aide is only authorized to conduct puretone air conduction threshold audiograms when performing outside the physical presence of the supervisor (see section 1399.154.2 (c) of the regulations).

TRAINING REQUIRED FOR AN AIDE

Before a speech-language pathologist or audiologist allows an aide to assist in the practice of speech-language pathology or audiology under his or her supervision, an aide shall complete a training program established by the supervisor and pre-approved by the board (see sections 1399.154.4 (a), (b), (c), and (d) of the regulations).

NUMBER OF AIDES WHO MAY WORK UNDER ONE SUPERVISOR

A supervisor shall not supervise more than three (3) speech-language pathology or audiology aides. The board may authorize more than three (3) supervisees if, in its discretion, the supervisor demonstrates that the public health and safety would not be jeopardized and that he or she can

